



# नवोदय विद्यालय समिति

NAVODAYA VIDYALAYA SAMITI

( शिक्षा मंत्रालय, भारत सरकार का स्वायत्त संगठन )

(An Autonomous Organization of Ministry of Education, Govt. of India)

**Regional Office** ( क्षेत्रीय कार्यालय )

7/24, Gomti Nagar Vistar, Near Police Headquarter, Lucknow, Pin Code-226010

7/24, गोमती नगर विस्तार, निकट पुलिस मुख्यालय, लखनऊ, पिन कोड-226010

E-Mail:-establishment@nvsrolko.org, Website:-www.nvsrolko.org



F.No-6-19/Host.Sup/NVS(LR)/Est-1/2024-25/

Dated : 12-07-2024

## Notice

Notice for inviting online applications for the formation of 'panel' for engagement of **hostel Superintendent** for the session 2024-25 as per schedule as under :-

Sl. No.	Particulars	Schedule
1	Date of publication of advertisement	14-07-2024
2	Opening date of inviting online application on portal	14-07-2024
3	Last Date of receipt of Applications	22-07-2024
4	Verification of application and document and correction there of	23-07-2024 to 25-07-2024
5	Date of publication of tentative merit list	26-07-2024
6	Inviting of Objections, if any iro tentative merit list	27-07-2024 to 28-07-2024
7	Correction and closure of Objections	29-07-2024
8	Publication of list of candidates to be called for online Walk-in interview after settlement of objection	30-07-2024
9	Date of Walk-in interview	31-07-2024-01-08-2024
10	Publication of final merit list	02-08-2024

**Note:** Candidates selected in final merit list are just for panel, there will be no claim for contract engagement, based on the final merit list.

(Suman Kumar)

Assistant Commissioner

**Encls:** Guidelines and criteria for the engagement  
Of **Hostel Superintendent**  
issued by NVSHQ.

**Copy to:** The Assistant Commissioner (Admn.) NVSRO, Lucknow with the request to upload the aforesaid notice and enclosures on the website of NVSRO Lucknow.



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## **NOTICE FOR EMPANELMENT OF ENGAGEMENT OF HOSTEL SUPERINTENDENT ON CONTRACT BASIS IN JNVs OF LUCKNOW REGION FOR THE SESSION 2024-25**

Applications from eligible candidates are invited through Online, for empanelment and engagement of Hostel Superintendent (male and female) purely on contract basis for the academic session 2024-25 in Jawahar Navodaya Vidyalayas (residential co-educational school system under Navodaya Vidyalaya Samiti Ministry of Education, Govt. of India) in the states of Uttarpradesh and Uttarakhand . JNVs being residential in nature make it mandatory for the Hostel Superintendents to reside in the Vidyalaya campus to attend residential school duties & responsibilities besides Hostel monitoring.

Link for apply Online- <a href="https://supschooms.in/">https://supschooms.in/</a>	Total Tentative Vacancies of Hostel Superintendents on contract basis
HOSTEL SUPERINTENDENTS	36(18male +18 Female)

- These vacancies are tentative and subject to change.

### **REMUNERATION OFFERED:**


Post on purely contract basis	Remuneration (consolidate)
HOSTEL SUPERINTENDENTS	Rs.35,750/-per month

AGELIMIT–Minimum Age as on 1<sup>st</sup> July 2024: 35years for engagement and maximum age limit will be 62 Years as on 1<sup>st</sup> July 2024.

1. Candidates must ascertain their eligibility for the posts mentioned above before filling up the form.
2. Visit our Website-<https://navodaya.gov.in/nvs/ro/lucknow/en/home>
3. Use your correct & working email ID & mobile number.
4. Using on email ID application can be submitted for one post only.
5. The information should be filled up accurately if later at any stage, the information provided is found false/wrong/misleading, the candidature will be rejected.
6. A copy of the filled application form will be sent to the candidate's mail (Check in the spam, promotion, etc. sections/folders of the mail thoroughly).
7. As per eligibility & requirements candidates will be asked for document verification and personal interaction on physical mode only (not online), further information with regard to this will be published on NVS RO Lucknow website.
8. Eligible candidates will be called for documents verification & personal talk at campus of Regional Office, Lucknow .
9. Candidates shall bring printed and self-attested copy of the application form at the time of documents verification at the venue.
10. Candidates are directed to visit the website of NVS RO Lucknow on a regular basis for updates.
11. Candidates shall bring self-attested, photocopies of both sides of all required documents and mark list of each semester/year of degree/post-graduation/diploma/experience certificates/awards & other related certificate etc. with originals at the time of document verification at the venue.
12. Final merit list will be prepared for posting against available vacancies in the concerned states.
13. Candidates must bring any Government issued ID proof with its photocopy at the time of document verification.
14. The cut-off date for determining eligibility will be 01<sup>st</sup> July 2024.

**The eligible candidates will be short listed for personal talk against anticipated vacancies after considering allotment of marks for educational and other qualifications.**

NVS reserves the right to modify the place of personal talk, if required.

  
[Suman Kumar]  
Assistant Commissioner

**Guidelines for engagement of Hostel Superintendents on contract basis for the year 2024-25**

**LUCKNOW REGION**

**Scheme of Engagement**

Panel of Hostel Superintendents of different categories will be formed based on candidates essential academic qualifications, higher qualification in the relevant field, work experience in relevant subject in recognized schools and personal talk.

**Qualification**

Sl. No.	Post	Educational Qualification	
		Essential Academic Qualification	Desirable Academic Qualification
1	Hostel Supdt.	<ol style="list-style-type: none"><li>1. Essential Academic Qualification- Graduation in any discipline.</li><li>2. Prior work Experience:<ol style="list-style-type: none"><li>a) Minimum 10 years of experience in pay level 6 or above of 7<sup>th</sup> CPC (or equivalent scale), in Sr. Secondary residential school of Central/State Govt./Autonomous organizations of Central or State Govt./ Defense establishment.</li><li>b) Ten months (excluding vacations) with usual breaks in a year shall be considered as one year for purpose of determining experience.</li></ol></li></ol>	<ol style="list-style-type: none"><li>a) Master's degree/B.Ed,</li><li>(b) Proficiency in regional Language to be verified During personal talk (no documentary evidence Required).</li></ol>

**Age Limit**

Minimum Age as on 1<sup>st</sup> July 2024 : 35 years for engagement and maximum age limit will be 62 Years as on 1<sup>st</sup> July 2024.

**Marital Status**

Male & Female without encumbrances.

**Health /Fitness Requirement:**

**As per NVS norms i.e. applicable for regular appointment.**

NAVODAYA VIDYALAYA SAMITI

**DUTIES AND RESPONSIBILITIES OF HOSTEL SUPRINTENDENTs  
(Hostel Supdt.) IN JNVS**

**A. Exclusive Duties:-**

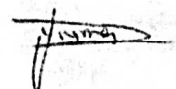
**1. Ensuring Cleanliness and Maintenance and upkeep of the dormitories:**

Hostel superintendent shall ensure that:

- Housekeeping staff clean the dormitories (wash rooms, toilets, staircases, common areas etc) twice a day.
- Drains around the dormitories are cleaned on daily basis.
- Appropriate cleaning materials are used by Housekeeping staff in cleaning of toilets and washrooms.
- Waste generated in the dormitories is disposed two times a day by Housekeeping staff.
- Dustbins are available in the dormitories.
- Regular grass /bush cutting and ensuring cleanliness around the dormitories on regular basis (Once in a fortnight).
- Electrical wiring and switch boards are intact and if found faulty, get repaired immediately through ECP.
- All basic facilities like water, electricity, fans, furniture, and bedding are available in the house. In the event of any shortage or malfunctioning, he/she must report to the Principal/HM and request to address the issues.
- Broken windows, doors, window panes and other M&R related issues of Hostels should be reported to the Principal/Vice-Principal to address the issue.
- Any other related duty assigned by the Principal.

**2. Safety and security of students:** Following aspects of safety and security are to be ensured by the Hostel Supdt. :

- He/She will visit the dormitories and the surroundings on daily basis and ensure that dormitories & surroundings are neat & clean and free from any risk /danger, any issues/risk of danger, if present in the dormitories /surroundings should be brought into notice of the Principal/ HM for immediate action.
- Keep a close watch on all the activities and movements of the students in a residential area particularly non-academic hours i.e., own time daily, Sundays and holidays, and at night, and report to the HM/VP/Principal about any incident.
- He/She will ensure locking of the dormitories through Caretakers when students are out of the dormitory for different activities.
- Record of visitors visiting the hostels must be maintained and submitted to the Principal for Counter Signature
- Any other such duties assigned by the Principal.



**3. Distribution of Items of Student Entitlements:**

- The JSA(Storekeeper)/office superintendent shall provide following items to Hostel superintendent for onward distribution to students.
  - ❖ Daily use items
  - ❖ Bedding items
  - ❖ Stationery items.
  - ❖ Uniform
- The Hostel Superintendent shall distribute the items to students as per schedule and keep the records.

**4. Daily Routine:** Following aspects of daily routine are to be ensured by the Hostel Superintendent :

- He/She must ensure that students get up in the morning as per the schedule of the daily routine.
- He/She must ensure that students report for different activities as per the schedule of the daily routine
- He/she will supervise that all students get up and sleep on time.
- He/She must ensure that Care takers/Matrons escort the students while going for different activities.
- Lights are off of the dormitories as per schedule of the daily routine.
- Rounds are to be carried out even after the lights are off so as to ensure security and to keep the wards away from mischief.
- Students shall not sneak out of the dormitories.
- Any other such duties  
(Principal shall assign duties to caretakers, guards, housekeeping staff in a staggered manner and put them under the supervision of Hostel Superintendent)

**5. Leave to students:** Following aspects regarding leave to students are to be ensured by the H.Suptd.:

- Hostel Superintendent shall process the leave application of students received for approval after recommendation of House Master and signed by the Principal (for grant of leave to students). After approval of the leave, the Hostel Superintendent shall allow the students for out pass under an authentic escort (parent/guardian as per record).
- Hostel Superintendent shall maintain day-wise record of out-passed students in the following format:-

Date of out-pass / reason of out-pass	Time of out-pass	Details of the student out-passed								Signature of the concerned HM
		Name of the student	House	Class	Escort Name	Relation with the student	Contact No.	Date of reporting back	Sign. Of the Escort	



- Hostel Superintendent shall provide the information of out-passed students to the concerned House Masters on real time basis.
- Hostel Superintendent shall allow in pass to a student reporting back after availing leave, when reported under the escort of an authentic escort (parent/guardian as per record) and report to the concerned HM. Record of in-pass shall be maintained in following format by the Hostel Superintendent:-

Date of in-pass	Time of in-pass	Details of the student out-passed								Signature of the concerned HM
		Name of the student	House	Class	Escort Name	Relation with the student	Contact No.	Date of out-passed	Sign. Of the Escort	

- Hostel Superintendent shall provide the information of in-passed students to the concerned House Masters on real time basis.
- Checking of the belongings of the students shall be done at the time of reporting after availing leave (other than vacation and break). (Students belongings shall be checked by HM and AHM when students report after vacation /break).

#### B. General Duties:

- He/she should be very affectionate and polite with the children.
- He/she will attend all sort of the well-being, comfort, and happiness of the students in the Hostel.
- He / she will work in coordination with VP/HMs/AHMs/Office-Superintendent.
- He/she will be very courteous to the parents and create confidence in them that their child is living in a very safe and secure environment.
- To ensure that he/she is always impartial and fair equally to all the students.
- Interact with the children by providing regular orientation on the important aspects of Safety precautions, guidelines, and principles to be followed.
- He/she needs to be cautious of his/her own conduct, behaviour, character, habits, punctuality, and sense of moral values at all times.
- To brief the Principal immediately in order to solve any problem of the house beyond his reach or domain.
- Hostel Superintendents shall report to the Principal only. However, Hostel Superintendent shall intimate the house related issues/reports to the concerned House Masters/Associate House Masters, also House Masters may bring into the notice of Hostel Superintendents the necessary M&R work and cleanliness issues for early solution.
- Any other duties assigned by the Principal.

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Contractual Engagement of Hostel Superintendent

This agreement is made on the \_\_\_\_\_ between Sh./Smt./Ms. \_\_\_\_\_ (hereinafter referred to as Contractee/Hostel Superintendent) of the first part:

AND

Principal, Jawahar Navodaya Vidyalaya \_\_\_\_\_ (hereinafter, referred to as Principal) of the second part and both of them together referred to as parties who are duly authorized to sign this agreement by the Competent Authority of NVS.

WHEREAS the Principal has engaged with effect from the \_\_\_\_\_ (day and date) \_\_\_\_\_ the contract Hostel Superintendent to serve the JNV \_\_\_\_\_ and the said Contractee \_\_\_\_\_ has agreed to work as above at the remuneration and upon the terms and conditions hereafter appearing:

**NOW WHEREOF BOTH THE PARTIES AGREE AS UNDER:**

- 1 This contract will be for a period from \_\_\_\_\_ to \_\_\_\_\_ from the date of engagement of the contract \_\_\_\_\_ as aforesaid. The contract will automatically stand terminated unless extended before the date of expiry. The above period include short-term breaks, if any falling within the tenure of contractual service for which remuneration has to be paid.
- 2 This contract can be terminated by either party by giving one month notice or one month remuneration in lieu of that. No need to communicate the reasons leading to the termination of contract, in case notice has been issued, the contract will automatically stand terminated at the expiry of the notice period.
- 3 During the period of contract, the Contractee shall be entitled to consolidated monthly fixed amount at approved rates that will be notified by the Navodaya Vidyalaya Samiti, from time to time. The present approved rate of remuneration is Rs. 35,750/- per month.
- 4 The Contractee \_\_\_\_\_ will himself/herself efficiently and diligently and will devote his/her whole time to the duties of the service. Duties and responsibilities is prescribed and attached herewith as Annexure -I.
- 5 The Contractee will not engage himself/herself directly or indirectly in any trade, business or occupation on his own account.
- 6 The Contractee \_\_\_\_\_ will be entitled for one Casual leave per month that will have to be approved by the Controlling Authority.
- 7 JNV being the co-residential school setup is responsible for providing a safe and secure work place and strives to ensure that all individuals associated with the JNV/NVS are treated in a respectful and fair manner. Though, it is not possible to list all forms of behavior that are unacceptable at the work place; some examples of unacceptable behavior (Don'ts) that would be considered violation of JNV rules of conduct are annexed as Annexure - III of this agreement. Such behavior may result in termination of engagement without assigning any reason. No further correspondence to this effect shall be entertained.
- 8 All taxes including TDS will be deducted as per Income Tax Rules and other rules.



- 9 The services of the individual being purely on contract engagement the individual shall not have any claim for regularization of the services in the organization nor will have any claim on the regular sanctioned positions of the Samiti.
- 10 Consequent upon expiry of the contract period, the Contractee shall not have any right for continuation/re-engagement. Only after review of service performance, utility and usefulness the contractee can be re-engaged as per need, however, contractee shall not have any claim even on the basis of good performance for continuation or re-engagement. It is a sole right and the prerogative of the NVS to decide the question of engagement /re-engagement keeping in view, the interest of the department and need for engagement/re-engagement of the Hostel Superintendent in the Vidyalaya concerned.
- 11 The Contractee shall attend the orientation/training programs as and when organized
- 12 for smooth adjustment and capacity building.
- 13 The Contractee shall perform any assigned job other than his/her specific duties as conveyed by the Samiti including Principal.
- 14 The Contractee shall not reveal any data or information about the Vidyalaya activities to any person outside Vidyalaya, during the time of the contract engagement or after conclusion of the contract. Sharing of information to other person shall be treated as breach of trust and the individual will be liable for legal action as may deemed fit.
- 15 The Contractee shall also inter alia discharge the duties and responsibilities attached to the services of contractual engagement of Hostel Supdt. in addition to the duties that are mentioned herein above. The said Duties and Responsibilities attached to the services of contractual engagement of Hostel Supdt. form part of this offer of appointment is attached herewith at Annexure 'I' and as prescribed by the Samiti from time to time.
- 16 The Contractee/ Hostel Superintendent will be provided shared single accommodation inside campus, preferably in the Hostel if available.
- 17 In case of any dispute regarding engagement/re-engagement of Hostel Superintendent, the jurisdiction shall lie with the Hon'ble Court of Law in the concerned District where the JNV is located.
- 18 The Do's and Don'ts as applicable to staff shall be equally applicable to the Contractee alongwith other Do's and Don'ts in practice in the JNV

PARTIES hereto agree to have gone through the details mentioned above with respect to aims and objectives time frame quantifiable goals management issues outcome analysis and additional terms and conditions attached to this contract and understood the contents as the part of this contract.

IN WITNESS WHEREOF, the parties hereunto put their hands on this agreement on the day, month and year herein above mentioned in the presence of the witnesses.

Contractee

Principal

Witness:

Witness: